



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Ga. Dept. of Public Safety Uniform Division Planning and Operations Section P. O. Box 1456 Atlanta, Georgia 30301	Application Number <b>77-85</b>	
Application Number		Date Received MAR 11 1977	Date Completed MAR 30 1977
2. Person to Contact Captain Portwood		Working Title Supervisor	Telephone Number 6138
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest      Latest 71              Present		5. Records Series Title (followed by title used in office, if different) Planning and Operations Director's Subject File	
6. Division and Office Function      What is the function of the Division and the Office in which this record series is created?  Department of Public Safety - Uniform Division - The Uniform Division is responsible for the patrol of streets and highways of this state to insure the safety of lives, injuries, and property, to investigate motor vehicle accidents, to be available for civil disorders or natural disasters, licensing of citizens to operate motor vehicles, suspension or revocation of license, accident investigation and computation of related statistics, supervises motor vehicle inspection records and distribution of motor vehicle inspection stickers and other documents and insure the safety of the Governor of the State of Georgia and his family.			
7. Record Series Description      This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to:      Directing planning and operations of the Uniform Division of the Dept. of Public Safety.  Included are:      Correspondence, memoranda, reports, studies, project reports prepared by the Director or staff; policies and procedures proposed current and obsolete and official related correspondence.  File is arranged:      Alphabetically by subject and Dewey decimal classification.			
8. Monthly Reference Rate      How often are records referred to which are: One to six months old <u>20</u> ; Seven to twelve months old <u>10</u> ; Thirteen to twenty-four months old <u>5</u> ; twenty-five months and older _____?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>2</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X		c. Is this a vital record?
X		d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements      ↑      The following requires the series to be kept:

- |                          |              |                                   |                 |
|--------------------------|--------------|-----------------------------------|-----------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years.    |
| b. Statute of limitation | _____ years. | e. Administrative need            | <u>2</u> years. |
| c. Federal law           | _____ years. | f. Federal retention instructions | _____ years.    |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Possible historical value.

12. Approved Disposition Instructions : This agency recommends that the file series be cut off at the end of each:

- ☒ Calendar Year; ☐ Fiscal Year; ☐ Other 1 then,
- ☒ Hold in the current files area \_\_\_\_\_ month(s) 2 year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☐ Destroy.
- ☒ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

(✓) Concur

( ) Nonconcur

*[Signature]*  
Director Planning and Operations

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<u><i>[Signature]</i></u>	3-11-77	<u><i>[Signature]</i></u>	3-11-77
Recommendations in paragraph-12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		<u><i>[Signature]</i></u>	3-11-77
		<u><i>[Signature]</i></u>	3-25-77
		<u><i>[Signature]</i></u>	3-29-77